System Guidance

How to upload new reports, and view and download previously uploaded reports

How to Upload a Compliance Report

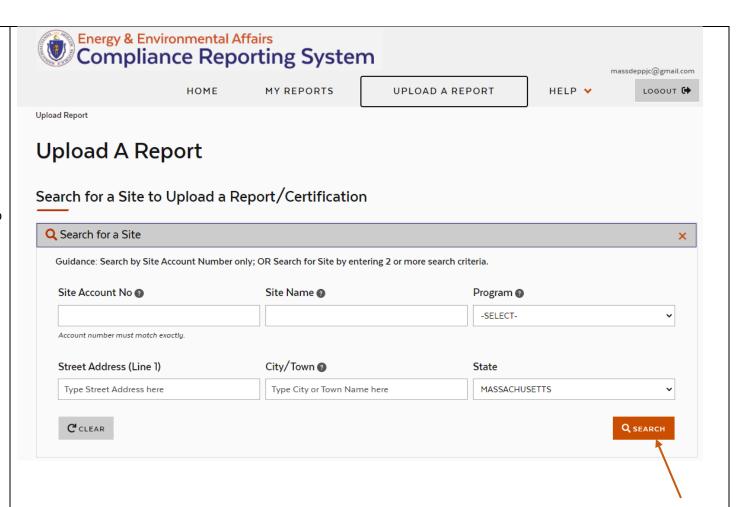
Energy & Environmental Affairs
Compliance Reporting System 1. After logging into the Compliance Reporting System, click on the massdeppjc@gmail.com **UPLOAD A REPORT** menu item at the UPLOAD A REPORT HOME MY REPORTS HELP Y LOGOUT (+ top of the screen. **△** Alerts For best results Google Chrome and Microsoft Edge are the currently supported browsers for using the Compliance Reporting System | Updated: Dec 14, 2022, 3:59:45 PM Self Reports are available for public | Updated: Dec 7, 2022, 1:46:50 PM **Upload Compliance Monitoring Reports and** Certifications Many Sites and Facilities regulated by MassDEP are required by permit or Support for Getting Started Uploading Compliance Reports regulation to submit compliance monitoring reports; many of these reports Guidance to Create/Login To/Manage Your Account with Step-by-Step are required to be submitted on a specified schedule. instructions.

2. Search for a Site to Upload a Report

The search for a Site to Upload reports requires you to either search by Site Account No. or by at least two additional criteria to find the Site to upload reports on behalf of.

When you have added the desired criteria click on the **SEARCH** button to generate a results grid showing sites that match the provided criteria.

Please Note: Site Account No. is also referred to as the Facility Account Number or FMF # on documentation generated by MassDEP. If you are unsure of your Site Account No. review permits requiring reports that were issued for your site/facility, the correspondence received from MassDEP in relation to the site, or MassDEP Annual Compliance Fees invoices to find references to the Site Account No.



3. When you have added the desired criteria click on the **SEARCH** button to generate a results grid showing sites that match the provided criteria.

If your desired site is found, you can click on the **SELECT** button in the row for the desired site to continue the upload process.

If your desired site is not found, click on the + sign on the Search for a Site Header to reopen the Search panel and modify your Search criteria to search again.

Please Note: If you find no results for a search, try different combinations of search criteria to find the desired Site.

For example, City/Town may limit search if the site is associated to a different postal location with a Municipality in Massachusetts.
Therefore, try removing City/Town as a term from your search and instead search by a partial Site Name and/or a partial Street Address.

If you still cannot locate the desired Site, please contact the <u>MassDEP</u> program contacts for assistance.

The **CLEAR** button on the Search Panel will remove all previously entered search criteria and reset the search.

Upload A Report

Search for a Site to Upload a Report/Certification

Q Search for a Site

Search Results

Site Account No ② 🕏	Site Name ② 🗢	Street Address \$	City/Town 🕏	Actions
295022	CVS 0008	197 BOSTON TPKE	SHREWSBURY	SELECT
325852	CVS 0009	339 SQUIRE RD	REVERE	SELECT
408255	CVS 0020	245 WILLIAM CANNING BLVD	FALL RIVER	SELECT
305328	CVS 0025	60 LEONARD ST	BELMONT	SELECT
430352	CVS 0026	590 FELLSWAY PLZ	MEDFORD	SELECT
407152	CVS 0031	250 GRANITE ST	BRAINTREE	SELECT
431377	CVS 0038	142 WORCESTER RD	CHARLTON	SELECT

4. After clicking the **SELECT** button for the desired site, the Upload A Report Page will open to complete the upload process.

The Site Details Panel will display the site information for site that was selected to upload a report.

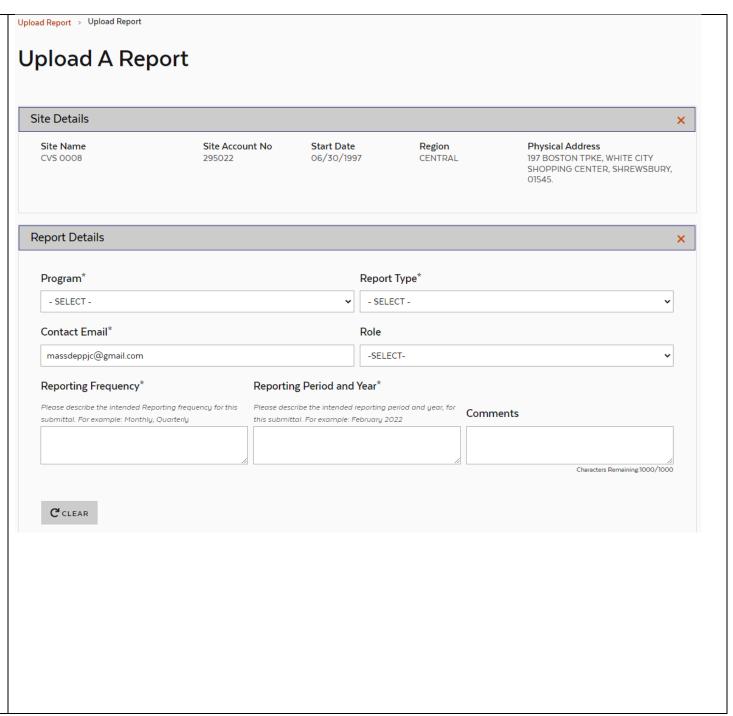
In the Report Details section, complete all of the required field that are noted with an asterisk.

To select a Report Type you must first select the program (Air Quality, Hazardous Waste, or Solid Waste) of the report you are submitting. Based on the program selection the Report Types will filter to provide appropriate choices.

By default the Contact Email is populated with the email of the logged in account. However, this email can be changed to another for the individual responsible for the content of the report being submitted.

The Role field is to indicate the relationship of the Contact Email/Person to the site for which the report is being submitted.

The **CLEAR** button will remove all previously entered information and reset the form.



4. Continued...

Files for upload can either be dragged and dropped into the indicated area or Click on BROWSE ON COMPUTER button to find the file on your device.

Pending uploaded documents can be removed prior to submittal by clicking on the trash can icon in the Actions column.

The Upload documents allow for up to 10 documents with a total file size of 50 mb each.

Please note: The attached uploaded documents should only be for the single report type and frequency/period/year detailed in the Report Details section above. If you are uploading multiple report types and different reporting frequencies/periods/years then they should be done as separate uploads. For example, if submitting the same report type for the First, Second, and Third Quarter of the current calendar year they should be completed as three (3) separate uploads for the Site.

Click on the **CANCEL** button at the bottom of the screen to return to the Search for a Site to Upload a Report.

load Documents 			
size should not exceed 5	50 Mb. Maximum 10 files ca	an be uploaded at one time.	
		OR BROWSE ON COMPUTER	
Drag	and Drop File(s) here		
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loaded Documer -	its		
e Name	Size	Date and Time	Actions
CANCEL	on of this report does NOT	constitute MassDEP acceptance of the report for	the selected facility/site.
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5. After providing the required report details and uploading the required documents, the certification checkbox must be clicked prior to clicking the **SUBMIT** -> button to complete the upload.

Upload Documents File size should not exceed 50 Mb. Maximum 10 files can be uploaded at one time. OR BROWSE ON COMPUTER Drag and Drop File(s) here **Uploaded Documents** File Name Size Date and Time Actions 0.060 MB TEST_UPLOAD_COMP REPORT_12192022.docx 09/02/2022, 08:21 AM DELETE I understand that the submittal of this Report for the facility/site as identified in this transaction is subject to MassDEP review and validation. The successful submission of this report does NOT constitute MassDEP acceptance of the report for the selected facility/site. X CANCEL ѕивміт →

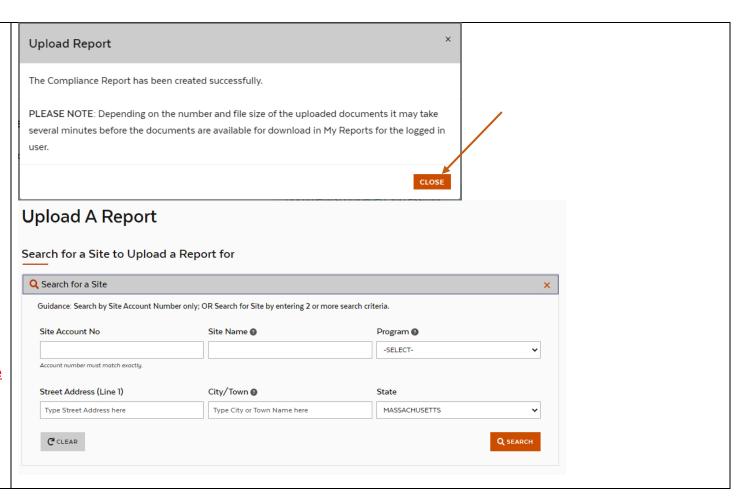
Click on the **CANCEL** button at the bottom of the screen to return to the Search for a Site to Upload a Report.

6. Upon clicking the **SUBMIT** button, you will receive a confirmation message that must be closed to acknowledge a successful upload.

If not all of the required fields have been completed the system will prompt you to provide the necessary information before you can click the **SUBMIT** button to complete the report upload.

Please Note: Upon successful completion of an upload, the system will send an automated upload confirmation email to the logged in user email account that will require further action to complete the upload process. Please follow the instructions in the email to complete the upload process.

After a successful upload, the system will then return you to the Search for a Site to Upload a Report to begin another upload.



View/Download Previously Uploaded Compliance Reports

1. After logging into the Compliance Reporting System, click on the **MY REPORTS** menu item at the top of the screen.

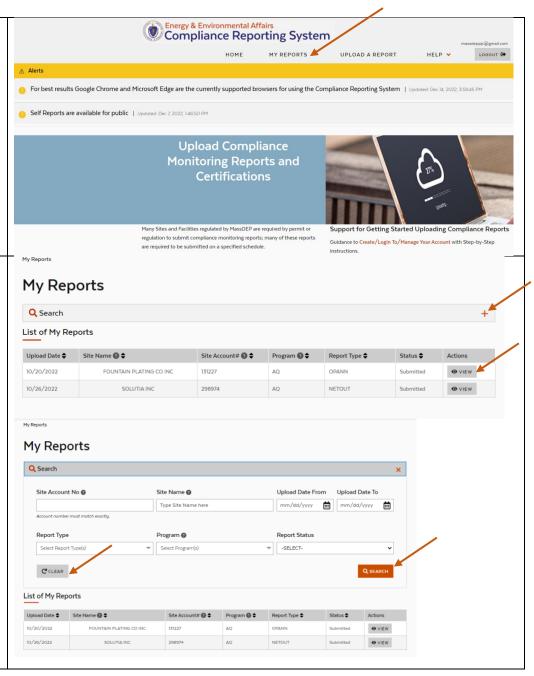
2. The My Reports grid will be displayed showing all uploads received for the logged in user sorted by Upload Date. The Actions column contains a **VIEW** button that allows you to view the details of the uploaded report as well as download the uploaded report.

Please Note: All uploaded reports to the system will show a Status of Submitted. If MassDEP elects to not accept an uploaded report the status will change to Rejected. MassDEP staff will reach out to the Report Uploader/Contact with information to correct the rejected submittal.

If your list of uploaded reports is very large, click on the **+ sign on the Search** Header to reopen a Search panel to allow you narrow the reports results based on the selected search criteria.

When you have added the desired criteria click on the **SEARCH** button to generate the List of My Reports showing the uploads that match the provided criteria.

The **CLEAR** button will remove all previously entered search criteria and reset the form.



3. Upon click the View button for a report, the View Report Detail screen will display all the details for the uploaded report.
Using the **DOWNLOAD** button in the Actions column of the Uploaded Documents grid will allow you to download the previously uploaded.

The < **BACK** button at the bottom of the page will return you to the My Reports grid.

